

# Retention and Classification Report

**Agency:** Davis County (Utah). Health Department. Administration Division  
(2471)  
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**Records Officer** Yvonne Christensen

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**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10645

3

**TITLE:** Birth certificate

**DATES:** 1905-

**ARRANGEMENT:** Numerical by certificate number

**DESCRIPTION:**

These certificates document all live births in the State of Utah in compliance with UCA 26-2-5 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. Since 1978, all certificates maintained at the local level are duplicate certificates maintained by the State Health Department. The information recorded includes the child's name, place of birth, date of birth, sex, the parents' name, age, birthplace, the child's weight and length at birth.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 3.

**AUTHORIZED:** 12/15/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2010. Retain in Office permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office permanently.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10645

**TITLE:** Birth certificate

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt UCA 26-2-22

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11066

3

**TITLE:** Board member application

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an application used to apply for a position on the local board of health. All applications are retained for two years to create a pool for possible future openings. The form includes name, address, business and home telephone numbers, education and work experience in health and environmental fields, volunteer experience, reasons for wanting to serve on board, occupation, signature and date.

**RETENTION:**

Retain 2 years after appointment is made

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 5.

**AUTHORIZED:** 10/11/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after after appointment is made and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11066

**TITLE:** Board member application

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10724

3

**TITLE:** Board of Health members roster

**DATES:** ca. 1942-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These rosters are listings of the current membership of the Davis County Board of Health. They are used for reference purposes and to announce meetings. These listings include board member's name, address, telephone numbers (work and home), current occupation and spouse's current occupation (whether full or part-time), beginning and expiration term dates, names of county commissioners, and whether there are any existing board vacancies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the office. A copy becomes part of the official minutes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10715

3

**TITLE:** Board of Health minutes

**DATES:** 1967-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These minutes document the actions of the local boards of health. Each local health department is required to have a board of health "appointed by the local governing body and shall consist of at least five persons" (UCA 26A-1-109 (1995)). The Board of Health is responsible for establishing policy, for adopting regulations relating to health protection and the promotion of public health or environmental health including but not limited to public health administration and support services, maternal and child health, communicable disease control, surveillance and epidemiology, food protection, solid waste management, wastewater management and safe drinking water management. They include the agenda and the actual minutes of proceedings of special and regular meetings of the local Boards of Health.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 6.

**AUTHORIZED:** 08/27/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10715

**TITLE:** Board of Health minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10646

3

**TITLE:** Certified birth certificate application

**DATES:** 1973-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This application form is used to request a certified birth certificate or birth card. It includes the name, date of birth, and city of birth of the individual whose birth certificate is being requested; the applicant's name, address, telephone number, and relationship to the individual whose birth certificate is being requested; the name, year, and state of birth of the individual's parents; reason for the request; request date; and the number of copies of the birth certificate or card requested.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: For records beginning in 1998 and continuing to the present. Retain in Office for 1 year and then delete.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10646

**TITLE:** Certified birth certificate application

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10717

3

**TITLE:** Certified death certificate application

**DATES:** 1973-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This application is used to request a certified death certificate. It includes identifying information, death date, deceased's name, place of death, county birthplace of decedent, usual residence of decedent, name of father, mother, reason for requesting including relationship to person whose certificate is requested, signature of applicant, address, phone, date, number requested, and fee amount.

**RETENTION:**

Retain 1 years after permit has expired or been terminated

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 12.

**AUTHORIZED:** 07/08/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until permit has expired or been terminated and then destroy.

Computer data files: For records beginning in 2006 and continuing to the present. Retain in Office for 1 year or until permit has expired or been terminated and then delete.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10717

**TITLE:** Certified death certificate application

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 25879

3

**TITLE:** Collection files

**DATES:** 2000-

**ARRANGEMENT:** Chronological by date,thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files deal with the accounts of clients who have not paid for services provided by the Health Department. Clients are responsible to pay for services. When balances remain unpaid the department refers the accounts to a collection agency. These files include correspondence between the Health Department and the collection agency. Information includes names, personal information and amounts owing on accounts.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 25879

**TITLE:** Collection files

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(2)(h)(2008)

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11068

3

**TITLE:** Death certificate

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These death certificates document all deaths occurring in the State of Utah as required by UCA 26-2-13 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created before 1905 are only maintained at the local health department and prior to 1978 some local registrars may not have reported all deaths. Since 1978, all originals are maintained at the State and copies at the local level. The information recorded includes the deceased's name, gender, date of birth, race, age, county of death, address, birth place, citizenship, marital status, name of spouse, social security number, occupation, and parents' names; cause of death; if an autopsy was taken; if accident, suicide, or homicide caused death; place and time of death; disposition of the body; name and address of mortuary or crematory; and signature of person certifying death.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 24.

**AUTHORIZED:** 10/11/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2010. Retain in Office

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11068

**TITLE:** Death certificate

(continued)

permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt           UCA 26-2-22



**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11069

3

**TITLE:** Disinterment permit

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This permit allows for the disinterment of burial remains from a cemetery. The form includes county, city, date permit issued, applicant's name, deceased's name, age, sex, place of death, death date, cemetery or city from and to, next of kin signature, permit number, and signature of local registrar at disinternment.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 27.

**AUTHORIZED:** 10/11/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11069

**TITLE:** Disinterment permit

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 18963

3

**TITLE:** Insurance billing worksheet

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by patient's name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This worksheet is used to bill insurance companies. It includes date of service, patient information (name, address, telephone number, sex, date of birth, sex, and social security number); insurance information (insurance company name, subscriber's name, policy number, employer name); charges (code and amount); a listing of services, code, and charge (office procedures, laboratory services, immunizations and medications, and perinatal services); diagnosis, total charges, and amount paid.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 18963

**TITLE:** Insurance billing worksheet

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10951

3

**TITLE:** Mileage reimbursement

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These monthly report forms document the use of personal vehicles for business by Health Department employees. They are used to receive reimbursements for the usage. They include two forms-the Davis County mileage record and the expense voucher for mileage reimbursement. The mileage record includes the name, division, date, destination, beginning and ending odometer readings, total mileage per trip, and totals. The expense voucher includes name of person being reimbursed, department, account number, month, total mileage, total miles being reimbursed, cost per mile, total reimbursement, employee's signature, and department head's approval.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10951

**TITLE:** Mileage reimbursement

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the financial and administrative needs expressed by the local health department and meets basic audit requirements.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10723

3

**TITLE:** Monthly cemetery death report

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report lists all interments and is prepared monthly by all cemeteries in the state and submitted to their local health department as required by UCA 26-2-18(3) (1995). The information is used by the department to verify that all death certificates are being received. The original is retained by the local health department. The form includes the month and year, name and location of the cemetery, death date, deceased's name and age, the county where death occurred, and the name of the funeral home or funeral director.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 44.

**AUTHORIZED:** 08/21/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10723

**TITLE:** Monthly cemetery death report

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10720

3

**TITLE:** Monthly hospital death report

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by UCA 26-2-23(3) (1995) and is used to ensure that all death certificates are filed. The report is maintained by the local health department. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 63.

**AUTHORIZED:** 08/27/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10720

**TITLE:** Monthly hospital death report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10721

3

**TITLE:** Monthly nursing home death report

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is submitted by nursing homes and assisted living facilities reporting deaths that occurred during the previous month. This report is required by UCA 26-2-23(3) (1995). It is used to determine whether certificates have been received. The record is kept by the local health department. The information includes the month of the report, the nursing home's (or assisted living facility) name, death date, deceased's name, the age at death, medical attendant's name, and the name of the funeral home or funeral director.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 64.

**AUTHORIZED:** 08/27/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10721

**TITLE:** Monthly nursing home death report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10733

3

**TITLE:** Mortuary death certificate statements

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These statements are used to bill mortuaries for receiving certified death certificates. Mortuaries purchase multiple copies of certified death certificates at a discount rate and provide copies to the deceased's family. They include the month of service, mortuary's name, deceased's name, death date, and amount.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the office.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 12091

3

**TITLE:** Systems and facilities billings

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by facility name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Billings sent to businesses to collect fees for various issued permits, sent annually or biannually. They include date, business name and address, date payment due, account number, services provided and amount due, total amount due, date and amount paid and receipt number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after facility closes and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative need ends expressed by the division.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10643

3

**TITLE:** Time activity record sheet

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 3 years and then delete.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10643

**TITLE:** Time activity record sheet

(continued)

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11072

3

**TITLE:** Veterans' death certificate application

**DATES:** 1983-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This application is used by a veteran's next of kin to obtain a death certificate. One free certificate is available to veteran's next of kin for submission as evidence to the Veteran's Administration to receive a burial allowance and other veterans benefits. The application includes date, deceased's name, death date, place of death, name of war served and to whom application was issued.

**RETENTION:**

Retain 1 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/13/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11072

**TITLE:** Veterans' death certificate application

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11073

3

**TITLE:** Vital statistics amendment affidavit

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a state form used to amend a birth, death, or fetal death certificate. This completed form is sent to the State Health Department and after its final approval it becomes part of the original state record and a copy is returned to the local health department. The form includes local certificate number, indication whether birth, death, or fetal death certificate, state certificate number, name, sex, event date and place, names of father and mother, facts on original records and facts as they should have been stated at time of occurrence, and notarized signatures of two witnesses.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 91.

**AUTHORIZED:** 10/11/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2010. Retain in Office permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office permanently.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 11073

**TITLE:** Vital statistics amendment affidavit

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10732

3

**TITLE:** Vital statistics special fees monthly report

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a monthly report on special fees collected by the local registrar from the purchase of birth and death certificates. A fee is collected for the Child Trust Fund when a person purchases the first certificate copy of a birth certificate. This fund is used for child abuse prevention and education (UCA 26-2-12.5 (1992)). An affidavit fee is collected to correct any birth or death certificate by amendment to the State Bureau of Vital Statistics. The report includes name of local registrar; beginning and ending dates of report, beginning birth certificate serial number for birth cards, short forms, long forms; ending serial numbers for birth cards, short forms, and long forms; number of pages of paper stock used; number of copies issued for initial copies of birth cards, short forms, long forms, and totals; multiple copies (birth) for birth cards, short forms, and long forms; and totals, initial copies (death) long forms and totals; multiple copies (death) long forms and totals, multiple page copies short forms, long forms and totals; voided copies, birth cards, short forms, and long forms, replacement copies; short forms, long forms, long forms, and totals, previous months voided, number of pages certified, copy paper used for birth cards, short forms, long forms, totals, amount enclosed for Child's Trust Fund; amount of affidavit fees collected for the State Office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after audit and then destroy.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 10732

**TITLE:** Vital statistics special fees monthly report

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the office.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 25913

3

**TITLE:** Voluntary declaration of paternity information forms

**DATES:** 2004-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

County health departments use voluntary declaration of paternity/father information forms to add father information to birth certificate applications completed by mothers who were not married at the time of giving birth. The completed form is attached to the birth certificate application, and the information thereon is provided to the Utah Office of Vital Records and Statistics (which maintains the record copy as series 81412). Voluntary declaration forms are completed voluntarily and sometimes are completed after DNA testing.

**RETENTION:**

Retain until transfer to the Office of Vital Records is completed

**DISPOSITION:**

transfer permanently to the State Office of Vital Records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 36.

**AUTHORIZED:** 02/10/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until transfer to Office of Vital Records is completed.

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 25913

**TITLE:** Voluntary declaration of paternity information forms

(continued)

**APPRAISAL:**

Administrative

The State Office of Vital Records maintains the record copy as series 81412. The copy obtained by the county office is considered to be a draft.

**PRIMARY CLASSIFICATION:**

Private                  63G-2-302(1)(f)(2008)



**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 27489

3

**TITLE:** Volunteer program files

**DATES:** 2010-

**ARRANGEMENT:** Alphabetical by last name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records monitor volunteer hours, interests, hobbies, schedules, and work experience.

The records also contain each volunteer's personal information, including name, address, and phone number.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 28.

**AUTHORIZED:** 09/02/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Davis County (Utah). Health Department. Administration Division

**SERIES:** 27489

**TITLE:** Volunteer program files

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)